

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position)			
3. Division Family Services		12. Proposed Class Title Unclassified- Strengthening Families Services Program Specialist			
4. Section Economic and Employment Services	For  Use  By  Personnel	13. Allocation		Position Number	
5. Unit Strengthening Families Services		14. Effective Date			
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) Full time <input checked="" type="checkbox"/> Perm. <input checked="" type="checkbox"/> Inter. Part time Temp	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM To: 5:00 AM/PM	Office	17. Audit Date: By: Date: By:			

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
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Karen Beckerman	Public Service Executive III	K0047316
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Karen Beckerman	Public Service Executive III	K0047316
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed independently, with considerable latitude for making independent decisions based upon general direction developed within EES leadership and federal and state laws. Deadlines are stated and work assigned with minimal supervision. Work is assigned orally and in writing with a description of outcomes desired. Employee is expected to exercise good judgment, demonstrate initiative, and prioritize work according to criteria established.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	Provides direction and leadership to agency staff by identifying and establishing goals, outcomes and trainings necessary to accomplish duties assigned and goals of the Strengthening Families Services Section. Develops and monitors performance measurements and evaluations according to DCF Program Integrity Goals and Agency Procedures.
1 20%	<b><u>Supporting Program Integrity and Financial Accountability</u></b> Review, develop and establish policies and procedures for administering Strengthening Families Services Programs to ensure policies appropriately support program integrity and financial accountability. These policy roles include: Monitoring of Child Care Providers with regards to health and safety, training and subsidy management (record keeping, improper payments, fraud, etc. ); Verifying and Documenting Child and Family Eligibility; and Balancing these program integrity and financial accountability efforts against access for eligible children and families. Employee responsibilities will include looking at program integrity comprehensively and as a mechanism necessary to ensure provider and program quality, to meet the developmental needs of children, support parents in employment or education, and maintain financial accountability.
2 20%	Develop written guidance specific to both the program and fiscal aspects of this larger view of program integrity through a formalized strategic and intentional planning process to promote program integrity and financial accountability while balancing quality and access for eligible families.
3 30%	Establish procedures for implementation of and monitoring of guidance developed through a system of checks to detect areas both where there may be vulnerability to error or fraud and areas in which the system is failing to serve children and families well. Recommendations for and development of necessary training, databases, and monitoring activities are expected to allow for effective enforcement. Identifies, determines and implements these procedures in accordance with the objectives and priorities of the Child Care and Development Fund (CCDF) governing CCDF subsidy and quality activities within the relationship of the CCDF state plan and program integrity goals. Coordinates with agency and department staff, federal agencies and the federal Office of Child Care Technical Assistance Resources as appropriate. Collaborates with managers of other state agencies such as Department of Health and Environment and Kansas Department of Education, as well as other programs and divisions within DCF. This insures proper management of joint initiatives, to review and develop policies of mutual concern, and to achieve the goals and objectives of the department.
4 30%	<b><u>Special Projects and Initiatives</u></b> Serves as a project lead and/or team member on special projects with program managers within the Strengthening Families Section at the direction of the Strengthening Families Director. New TANF initiatives and CCDF initiatives developed and implemented may include: Fatherhood initiatives; Literacy Program, Relative Provider Quality initiatives; Program Specific Fraud initiatives, etc.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ☐ ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ☒ ( X ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ☐ ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ☐ ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☒ ( X ) Major program failure, major property loss, or serious injury or incapacitation.
- ☐ ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Consequences of not performing the essential functions of this position are significant. Undetected efficiencies could cause major problems with the overall functioning of the projects and programs involved; and result in potential loss or misuse of funds going undetected and children remaining in potentially unsafe child care environments.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made daily with other employees and regularly with regional DCF staff, other state agencies, federal agencies, community partnering agencies, and clients.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Possible stress related to meeting deadlines for work products. There may be visual and physical discomfort from using computer equipment and other office equipment.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.
- Computer, copier, fax.

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**PART III - To be completed by the department head or personnel office**

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Bachelor Degree in a human service field: social work, education, early childhood development, or family studies.

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Education or Training - Special or professional

N/A

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License, certificates and registrations

Preferred skills and know ledge: Knowledge of child care and TANF programs and federal regulations. Group facilitation skills.

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Special knowledge, skills and abilities

Experience with WORD and EXCEL software including the ability to create forms, tables, and spreadsheets.

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Experience - Length in years and kind

2 years minimum experience with Program and/or Project Management

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date